



DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

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TO: All Supplemental Nutrition Assistance Program (SNAP) Manual Holders

FROM: Tammy Poppe, Supplemental Nutrition Assistance Program (SNAP) Officer

RE: Supplemental Nutrition Assistance Program (SNAP) Updates

Enclosed is the revised manual material for your Supplemental Nutrition Assistance Program (SNAP) policy manual. Please contact your Regional Policy Specialist if you have questions or concerns about the new and revised manual material.

The expanded categorically eligible (ECE) policy will be effective March 1, 2009 for cases worked in March for the benefit month of March. Ongoing cases that are auto authorized need to be evaluated for ECE at the six month reporting period or recertification whichever is first. ECE also needs to be evaluated when a household reports a change that exceeds the resource limit or it fails the 130% GMI test.

Northrop Grumman is currently working on changes to TEAMS to implement the new policy. Some of the changes being worked on are:

- A new field for ECE will be added to EXRF. If the OPA Case Manager enters a Y in one of the categorically eligible indicators, the expanded categorically eligible indicator will default to N when the OPA Case Manager presses ENTER.
- An error message will be displayed if the OPA Case Manager enters Y in both of the indicators requiring the OPA Case Manager to change one of the values in order to proceed.
- If an OPA Case Manager enters N in only one of the indicators, an error message will be displayed requiring the OPA Case Manager to enter a value in the other indicator. It is possible that both indicator could be N.
- An error message will display if the OPA Case Manager enters a Y in either of the indicators if a DF/IF, DQ/FF, DQ/DR or DQ/OT participation is found for SNAP. This would result in the OPA Case Manager having to change the indicators to N before proceeding.

- Resources will be counted only for individuals coded DF/IF, DQ/FF, DQ/DR or DQ/OT on SEPA. For benefit months prior to March, EXRF will continue to count resources for all individuals or exclude resources for all individuals as it does today.
- The CAT ELIG field on the EXAD screen will display CE, ECE or N starting with benefit month March and later. The CAT ELIG field will display Y or N for all benefit months prior to March and for benefit months March and beyond if the EXRF screen has not been reworked (auto-rolling cases).
- If a case has been marked as Expanded Categorically Eligible on EXRF, EXAD will perform the gross income test at 185% of poverty. The 185% will be calculated and the NMI poverty level for benefit months of March and later.
- If a case has been marked as Categorically Eligible on EXRF, EXAD will continue to not perform the gross or net income tests.
- EXRF will continue to perform the gross income test at 130%. This test will be performed when both of the Categorically Eligible fields on EXRF are marked to N for benefit months March and later and for benefit months March and beyond if the EXRF screen has not been reworked (auto-rolling cases).

A TEAMS bulletin will be issued outlining the TEAMS changes approximately a week prior to implementation.

BULLETINS STILL IN EFFECT

FS 58	FS 302-1	Eligible Alien Status (Special Immigrants)	04/21/08
SNAP 64	SNAP 104-1	Application Approval or Denial (Initial Month Proration)	09/09/08
SNAP 65	SNAP 602-4	Deductions (Shelter – Utility Allowances Increase)	10/24/08
SNAP 66	SNAP 602-4	Deductions (Shelter – Space Heaters)	12/02/08

BULLETINS TO BE REMOVED

None

REMOVE FROM THE MANUAL

Manual Section	Subject	What/Date
0-1	Table of Contents	Entire Section/01/01/09
001	Gross and Net Monthly Income Standards/ Thrifty Food Plan	Entire Section/10/01/08

NEW TO THE MANUAL

POLICY CLARIFICATION UPDATES

0-1 Table of Contents

Supersedes FS 0-1 (01/01/09)

Pages 1-4 - Updated section according to manual revisions.

001 Gross and Net Monthly Income Standards/Thrifty Food Plan

Supersedes SNAP 001 (10/01/08)

Page 1 - Added gross income monthly income standards for expanded categorically eligible households at 185% of the poverty level.

304-2 Expanded Categorical Eligibility

New to manual

Pages 1-2 - New policy regarding expanded categorically eligible individuals and households.

Page 2 – Changed NOTES for households with an elderly or disabled member coded 'DF/IF', 'DQ/DR', 'DQ/FF', or 'DQ/OT' are subject to the 130% GMI test.

Page 3 - Chart to use as a tool to determine whether a household is expanded categorically eligible.

1501-3 Six Month Reporting Requirements

Supersedes FS 1501-3 (05/01/08)

Pages 3-4 - Added six month reporting requirements and examples for expanded categorically eligible households.

Page 8 - Added when switching from six month reporting to change reporting at the six month report period, the recertification date should not be change. The household should not be moved to a 24 month recertification period until completing its scheduled recertification.

GUIDING QUESTIONS FOR NEW AND REVISED MANUAL MATERIAL

- 304-2 In the following examples determine whether the household is categorically eligible (CE), expanded categorically eligible (ECE), or neither, the household's income tests, and which household member's resources are countable.

1. Household consists of Mom, Dad and 2 kids. Mom is on SSI and dad and the 2 children are receiving TANF.

Answer: 304-1 page 1

2. Household consists of Grandma (over age 60) and 3 grandchildren. The grandchildren are receiving TANF benefits.

Answer: 304-2 page 1

3. Household consists of Mom, her child, and her boyfriend (not father of the child). Mom and the child are receiving TANF, and the boyfriend is not. Boyfriend is disqualified for SNAP IPV. Mom and child are coded IN on FS SEPA, and boyfriend is coded DF/IF.

Answer: 304-2 pages 1-2

4. Household consists of Mom, Dad, and child in common. None of the household members are receiving TANF or SSI benefits.

Answer: 304-2 page 1

5. Household consists of Mom & one child. Mom is coded DS because she is an ineligible alien.

Answer: 304-2 page 1

- 1501-3 What are the reporting requirements for an ECE six month reporting household who is under 130% GMI at application/recertification/six month reporting period? What reporting requirement notice is sent to the household?

Answer: 1501-3 page 3

- 1501-3 What is the reporting requirement for an ECE six month reporting household who is over 130% GMI but under 185% GMI at application/recertification/six month reporting period? What reporting requirement notice is sent to the household?

Answer: 1501-3 page 3